



# DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

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**Brian Schweitzer**  
GOVERNOR

**Anna Whiting Sorrell**  
DIRECTOR

## STATE OF MONTANA

PHONE: (406) 444-1788  
FAX: (406) 444-2547

HUMAN AND COMMUNITY SERVICES DIVISION  
PO BOX 202925  
HELENA, MT 59620-2925

September 6, 2011

TO: All Supplemental Nutrition Assistance Program (SNAP) Manual Holders

FROM: Tammy Poppe, Supplemental Nutrition Assistance Program (SNAP) Officer

RE: Supplemental Nutrition Assistance Program (SNAP) Updates

Enclosed is the revised manual material for your Supplemental Nutrition Assistance Program (SNAP) policy manual. Please contact your Regional Policy Specialist if you have questions or concerns about the revisions and clarifications.

The SNAP annual Cost Of Living Adjustments are effective October 1<sup>st</sup>, 2011. TEAMS will be programmed by September 1, 2001 for October benefits. All other policy changes in this mailing should be applied to:

1. Applications received in October;
2. Recertifications due in October for November benefits;
3. Six month reports due in October for November benefits; and,
4. Changes reported in October for November benefits (changes are acted on according to households' reporting requirements).

### BULLETINS STILL IN EFFECT

SNAP 81	SNAP 402-1	Countable and Excluded Resources (Federal Tax Refunds)	02/09/11
SNAP 81	SNAP 501-1	Unearned Income (Federal Tax Refunds)	02/09/11
SNAP 85	SNAP 800	Overview (ABAWD Waiver)	06/10/11
SNAP 86	SNAP 1502-1	Recertification (New Closure Code)	08/29/11

### BULLETINS TO BE REMOVED

SNAP 77	SNAP 501-1	Unearned Income (Additional Unemployment Benefit Excluded)	11/23/09
SNAP 78	SNAP 800	Overview (ABAWD Waiver)	07/01/10
SNAP 80	SNAP 301-1	Citizenship	01/24/11
SNAP 82	SNAP 103-1	Application Processing	02/07/11
SNAP 83	SNAP 1501-3	Six Month Reporting Requirements (Cert Periods)	05/03/11

SNAP 83	SNAP 1502-1	Homeless Six Month Reporting Households) Recertification (Cert Periods for Homeless Six Month Reporting Households)	05/03/11
SNAP 84	SNAP 301-2	Eligible Alien Status (S.A.V.E Procedure)	06/10/11

## REMOVE FROM THE MANUAL

Manual Section	Subject	What/Date
0-1	Table of Contents	Entire Section/12/01/10
001	Gross and Net Monthly Income Standards/ Thrifty Food Plan	Entire Section/09/01/10
103-1	Application Filing/Interview Process	Entire Section/10/01/10
105-1	Expedited Services	Entire Section/10/01/10
301-1	Citizenship	Entire Section/10/01/09
301-2	Eligible Alien Status	Entire Section/04/01/10
400	Overview	Entire Section/12/01/10
404-1	Transfer of Resources/Disqualification	Entire Section/10/01/09
602-2	Deductions (Earned, Standard, Dependent Care and Child Support	Entire Section/10/01/10
602-4	Deductions (Shelter)	Entire Section/10/01/10
705-1	Disqualification	Entire Section/10/01/09
1501-3	Six Month Reporting Requirements	Entire Section/09/01/10
1502-1	Recertification	Entire Section/04/01/10
1600	Forms	Entire Section/04/01/10

## POLICY CLARIFICATION UPDATES

### **0-1 Table of Contents**

#### **Supersedes SNAP 0-1 (12/01/10)**

Pages 1-4 - Updated section according to manual revisions.

### **001 Gross and Net Monthly Income Standards/Thrift Food Plan**

#### **Supersedes SNAP 001 (09/01/10)**

Pages 1-4 - Update income table of standards.

### **103-1 Application Filing/Interview Process**

#### **Supersedes SNAP 103-1 (10/01/10); Bulletin 82 (02/07/11)**

Page 2 - Incorporated Bulletin 82 regarding online applications received in the online application mailbox after normal business hours, applications, items faxed, submitted electronically, or placed in a drop box after normal business hours are date stamped with the following business day's date.

Page 6 – Incorporated NOTE on Page 7 to document the hardship reason for replacing the in-person interview and if the household was interviewed by phone or during a home visit to page 6.

### **105-1 Expedited Services**

#### **Supersedes SNAP 105-1 (10/01/10)**

Page 8 - Corrected the example to illustrate the requested verification must be worked on the due date so timely notice can be given to the household.

### **301-1 Citizenship**

#### **Supersedes SNAP 301-1 (10/01/09); Bulletin 80 (01/24/11)**

Page 3 - Incorporated Bulletin 80 regarding removing voter's registration card as acceptable verification for citizenship (number 5).

### **301-2 Eligible Alien Status**

#### **Supersedes SNAP 301-2 (04/01/10); Bulletin 84 (06/10/11)**

Page 7 - Incorporated Bulletin 84 regarding S.A.V.E procedure.

Page 10 - Updated 2011 National Average Wage Index Needed to Earn One Quarter of Coverage.

### **400 Overview**

#### **Supersedes SNAP 400 (12/01/10)**

Page 1- Updated resource limit increase from \$3000 to \$3250 for all households with an elderly/disabled member in the assistance unit.

### **404-1 Transfer of Resources/Disqualification**

#### **Supersedes SNAP 404-1 (10/01/09)**

Page 1 - Defined near current market value to be not less than 80% of the current market value.

### **602-2 Deductions (Earned, Standard, Dependent Care and Child Support)**

#### **Supersedes SNAP 602-2 (10/01/10)**

Page 2 - Updated standard deduction according to household size. Household size of 3 or less \$147; household size of 4 is \$155; household size of 5 of \$181; and household size of 6 or more \$208.

Page 2 - Added noted the dependent care expense for a child is allowed through the month of his/her 16th birthday.

### **602-4 Deductions (Shelter)**

#### **Supersedes SNAP 602-4 (10/01/10)**

Page 1 - Updated the maximum shelter deduction from \$458 to \$459.

Page 12 - Removed initial installation and maintenance fees charged by the utility provider including installation fees charged by the utility provider for wells and septic systems (code 'UI') because it is included in the mandatory utility allowance.

### **705-1 Disqualification**

#### **Supersedes SNAP 705-1 (10/01/09)**

Pages 1-4 - Section rewritten for clarity.

Page 1 - Added verification of job quit/reduced hours is not required when an individual

reports a job loss more than 30 days prior to the application, recertification, and six month report date.

Pages 1-4 - Added policy job quit/reduction of hours need to be evaluate if occurred 30 days prior to the date of recertification and date of the six month report.

### **1501-3 Six Month Reporting Requirements**

**Supersedes SNAP 1501-3 (09/01/10); Bulletin 83 (05/03/11)**

Pages 1-3 - Incorporated Bulletin 83 regarding changing recertification periods for six month reporting households from six to 12 month certification periods.

### **1502-1 Recertification**

**Supersedes SNAP 1502-1 (04/01/10); Bulletin 83 (05/03/11)**

Page 1 - Incorporated Bulletin 83 regarding changing recertification periods for six month reporting households from six to 12 month certification periods.

### **1600 Forms**

**Supersedes SNAP 1600 (04/01/10)**

Pages 1-3 - Updated form revision dates.